

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]

DXC Technology

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to [briefly state the purpose of the letter, e.g., discuss a partnership opportunity, request information, etc.].

[Include relevant details to support your purpose, such as background information, specific requests, or any necessary context.]

We believe that collaborating with DXC Technology would be mutually beneficial and could lead to [mention potential outcomes, such as improved efficiency, innovation, etc.].

I would appreciate the opportunity to discuss this further and explore potential avenues for collaboration. Please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]